

Change In Family Member Status

Should a family member working for Ramstein Air Base lose their family member status, the employee should consult his/her staffing specialist at the Ramstein Civilian Personnel Office. If the family member is under an Excepted Service appointment and is no longer a dependent or when the sponsor transfers, separates from service, or goes on a remote tour, unless extended, the employment is terminated within two months. The employee will be notified of the termination via letter. If the family member is under a career or career-conditional appointment and is no longer a dependent, or the sponsor transfers, separates from service, or goes on a remote tour, he/she becomes subject to the overseas rotation policy. The employee is automatically granted a "renewal tour" of two years, up to the 5-year DEROS, whichever is later.

If management has an employee who is on an Excepted Service appointment and loses their dependent status (as stated above), they may request an extension for the family member by completing the below sample memorandum. The request must discuss the "mission related" reasons as to why this should be granted. It must be endorsed by the organization's commander before forwarding to the Ramstein Affirmative Employment Section (435 MSS/DPCS). The approval authority for such requests is the Ramstein Civilian Personnel Officer and will be made on a case-by-case basis. Use of this authority is rare and is made based upon the availability of spouses/dependents in the local area to fill subject position in question. For instance, requests involving a secretarial/clerical position would more than likely be denied. For additional information, contact your servicing Staffing Specialist at Ramstein Civilian Personnel.

[SAMPLE -- Request for Dependent to Remain in Overseas Area Due to Change in Dependent Status](#)

<http://www.ramstein.af.mil/86mss/cpo/newcpo/staffing/REQCHG1.doc>

MEMORANDUM FOR 435 MSS/DPCS

<< DATE >>

FROM: <<organization office symbol>>

SUBJECT: Request for Dependent to Remain in Oversea Area Due to Change in Dependent Status - <<employee name and SSAN>>

I strongly support the request for <<employee>> to remain in the overseas area. His/her status has changed due to <<indicate circumstance leading to the change in status>>. Mr./Ms. <<employee>> is an essential member of the <<organization>>. <<Discuss mission related reasons as to why request is necessary and should be approved>>. His/her outstanding performance and dedication to duty are essential to our mission accomplishment.

IMMEDIATE SUPERVISOR
SIGNATURE BLOCK

Atch

<<Documentation verifying change in dependent status (orders, divorce papers, etc.) >>

1st Ind, <<Organization's Office Symbol – Org Cmdr>>

Approved/Disapproved

ORGANIZATION'S COMMANDER
SIGNATURE BLOCK

2nd Ind, 435 MSS/DPC

Approve/Disapprove

Civilian Personnel Officer

NOTE: Decisions by 435 MSS/DPC will be made on a case-by-case basis. Use of this approval authority will be rare. The basis of approval will depend upon the availability of spouses/dependents in the area to fill subject position (i.e., requests involving secretary/clerical positions would more than likely be disapproved).